

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** CAREER CENTER SUPERVISOR **GRADE:** 15

**TITLE ABBREVIATION:** CAREER CENTER SUPV **TITLE NO.:** 6149

**JURIS. CL:** C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** NE

**DEPARTMENT:** EMPLOYMENT & TRAINING **DIVISION:**

**SUPERVISOR'S TITLE:** ASSISTANT DIRECTOR, EMPLOYMENT & TRAINING

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves supervisory and administrative duties related to the management of daily operations performed at Employment and Training's One-Stop Career Center offices. The position is responsible for the coordination of programs, services, and resources to job seekers and the business community. Work is performed under the supervision of the Assistant Director of Employment and Training with considerable latitude granted for the exercise of independent judgment. Supervision is exercised over the work of assigned staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Plans, organizes and directs the work activities of the career center staff, including formulation and implementation of policies and procedures;
2. Supervises the daily office operations to ensure that the one-stop career system is meeting the needs of both the individual and business customer;
3. Monitors employment statistics to ensure federal and state performance standards are being met to continue and maintain funding levels;
4. Keeps abreast of Federal, State, and Local laws, rules, or policies which may affect programs or services provided by the agency;
5. Conducts weekly staff meetings to review customer flow and performance outcomes for progress and effectiveness;
6. Represents the department at various councils, committees, and job fairs to market the services of the career center;
7. Maintains cooperative relations with public and private agencies providing services to Employment and Training clients;
8. Prepares reports and maintains a variety of records related to the administration of the career center;

9. Provides assistance to upset customers experiencing problems;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state and local laws related to employment initiatives; thorough knowledge of local occupational conditions and trends; ability to plan, direct, manage and supervise the work of others; ability to plan, organize, coordinate, administer, and evaluate the effectiveness of program plans and provision of services related to employment and training; ability to maintain accurate records and reports; ability to establish and maintain successful working relationships; ability to prepare and deliver presentations in a clear and concise manner; good judgment; initiative; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of experience in employment and training, job placement or personnel counseling, both years of which shall have involved supervisory responsibilities; OR
- (B) Completion of sixty (60) credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of experience as defined in (A) above; OR
- (C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience as defined in (A) above; OR
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

10/13/07